

12 March 1952

MEMORANDUM TO: Assistant Director of Special Operations
Assistant Director for Policy Coordination
Comptroller

FROM: Assistant Deputy Director (Administration-Special)

SUBJECT: Agency Allowance Regulations

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1. The Agency Allowance Regulations are in serious need of review and extensive revision. Policy determinations appropriate to this Agency's operations must be made and corollary procedures and standards devised. The responsibility for spearheading an attack on the complex problem has been placed on the Special Studies Staff of the Personnel Office. Obviously, however, the problems involved are of major concern to the Covert Offices and to the Deputy Director for Administration. It is proposed, therefore, to enlist the active participation of your offices in the study of the existing allowance problems and the preparation of appropriate regulatory revisions. A member of the General Support Unit of the Administrative Staff (Special) has been assigned to work with [REDACTED] of the Special Studies Staff of Personnel and it is desired that each of those addressed above nominate a relatively full time working staff man to assist and to represent the interests of those offices. You are requested, therefore, to notify [REDACTED] extension 3476 in 205 North Building, of the individual who will represent your office.

2. A first exploratory meeting has been scheduled for Tuesday, 13 March at 9:30 a.m. in the conference room, 1705 J Building. If it is desired, senior staff representatives as well as the individuals nominated for the working group may attend this first meeting.

3. At this first meeting a method of attack, exploration of general issues and allocation of responsibilities will be made.

[REDACTED]
Assistant Deputy Director
(Administration-Special)

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cc- Finance Div.
ADDA(s) file

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